

**TOWN OF GILBERT
CLASS SPECIFICATION
Planning Technician**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Planning	B22	Non-Exempt

CLASS SUMMARY:

This class is the first level in the Planning series. Incumbents are responsible for: conducting research; coordinating meetings with applicants; providing customer service and technical assistance to internal and external customers; routing documents to appropriate internal departments and external agencies; reviewing construction plans; communicating codes, ordinances, regulations, standards, guidelines, policies, procedures, and established practices; and maintaining addressing and other databases.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Researches, reviews and/or interprets applications, codes, ordinances, plans, construction documents, and/or drawings and provides information, recommendations, technical and administrative support of applications and project review processes. Maintains record management system.	Daily 20%
Respond to inquiries and requests and provides information and technical assistance to internal and external customers including advisement of applicable codes, ordinances, regulations and standards.	Daily 20%
Receives, processes and/or coordinates the processing of forms, permits, reports, correspondence, applications, and other documents. Reviews, completes, processes, forwards or retains as appropriate.	Daily 20%
Creates and maintains files, maps, logs, and records. Enters data and maintains records in data management systems.	Weekly 10%
Prepares or completes various forms, reports, correspondence, zoning verification letters, maps, legal notices, or other documents and provides to internal and external customers.	Weekly 10%

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May perform field project inspections and project management to ensure regulatory and standards compliance. Addresses and resolves issues during design and construction phases.	Varies 0 – 15%
Performs other duties of a similar nature and level as assigned.	As Required

TRAINING AND EXPERIENCE:

High School Diploma or GED, supplemented with specialized technical training, and 2 years of building construction or planning experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver’s License.

KNOWLEDGE OF:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Landscape and irrigation design principles;
- Planning and zoning principles;
- Construction terminology;
- Research methods;
- Spatial concepts;
- Mathematical concepts;
- Records management;
- Modern office equipment.

SKILL IN:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing customer service;
- Reading, comprehending and/or interpreting written materials and technical drawings;
- Attending to details;
- Coordinating projects and processes;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: stooping, kneeling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, fumes, odors, dusts, gases, poor ventilation, extreme temperatures, travel and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Permit Technician – B22
Planning Technician – B22

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (11/12)*

*Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*